

Vermont Public Library Compensation and Staffing Survey

Overview and town hall

Hello!

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Our session today

- What is the Working Group on the Status of Libraries in Vermont?
- Overview of the Public Library Compensation and Staffing Survey project
- Reviewing the survey and supporting resources
- Tips for working through the survey efficiently
- Time for your questions!

What is the Working Group on the Status of Libraries in Vermont?

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- The Working Group on the Status of Libraries in Vermont was created in 2021 with the passage of Act 66 (S.115).
- The group is responsible for “studying the statewide status of libraries and submitting a report on their studies to the House and Senate Committees on Education by November 1, 2023.”
- The Working Group “was formed with the strengthening and supporting libraries of all sizes and improving library services for the public.”

So what is the Public
Library Compensation and
Staffing Survey project?

- Part of the overall report to the legislature includes a look at the staffing levels and salaries of Vermont library workers.
- The survey focuses on compensation and staffing in municipal and incorporated *public* libraries.
- The Working Group wants the results to be “statistically significant” and is looking for an 80% response rate.

The survey results will assist the Working Group in studying “staffing levels at Vermont libraries, whether staffing levels are sufficient to meet community needs, whether library staff compensation and benefits are sufficient, how libraries rely on volunteers, and what resources are available for workforce development and training of library staff” per its charge.

Let's look at the Public
Library Compensation and
Staffing Survey.

Remember:

- Each library will receive an email with a link to the survey.
- Each library should only fill out the survey ONCE.
- You need to complete the survey by August 14.
- You'll need to collect information *before* you start to fill out the survey — be sure to set aside time!
- The survey will time out if you leave it too long; have your answers written out. Don't just enter it in the survey.
- You'll get a copy of the completed survey after you submit it.

Public Library Compensation & Staffing Survey

Introduction

In May 2021 the Vermont State Legislature created the Working Group on the Status of Libraries in Vermont. The Working Group will submit a report by November 1, 2023 to the House and Senate Committees on Education. Your participation in this survey is an important part of the research that will inform this report.

The Working Group is partnering with Constructive Disruption on survey development and deployment. Constructive Disruption provide the Vermont library community support in survey completion and data analysis.

Your participation in this survey is confidential. Thank you for taking the time to support this effort.

Before you Begin

Because the survey platform will not allow you to save the survey and return to it, you must complete the survey in one session.

We recommend reviewing the complete set of questions in the Word Document or PDF posted on the Working Group's webpage and gathering information to inform your responses prior to beginning the survey.

<https://libraries.vermont.gov/services/initiatives-and-projects/working-group-status-libraries-vermont>

Available resources

- This webinar is being recorded.
- The website, https://libraries.vermont.gov/WG_StaffSurv, has links to the help guides, including:
 - Frequently Asked Questions
 - Detailed guide to the questions in Section B
 - Detailed guide to the questions in Section C
- Email Stephanie and Judah if you need help! You can find us at stephanie@constructivedisruption.info and judah@constructivedisruption.info

Working through the
survey efficiently

First, set aside 30 minutes to get the lay of the land.

- Print out a copy of the survey.
- Review the survey and highlight the questions you know you don't have the answers to.
- Make a list of the information you will need to collect from other sources, and who those sources are.
- Complete section A, writing the answers on your printed copy of the survey.

Next, schedule 30 minutes to reach out.

- Take the list you made of information you need to collect and who you think can help you with it.
- Email or call each person, department, etc and let them know you are taking part in a statewide survey of public library staffing and compensation.
- Share the specific information you are looking for.
- Let them know when you need it back by (we suggest giving a week) and how you would like to receive it.

While you are waiting...

- Look at the questions in Section B and Section C you feel you can find the answers to.
- Work through each question, writing the answer on your print survey.
- We suggest starting with Section B, so if you need to go back to your external source, you have more info about your staffing.
- **Set aside at least an hour to work through your questions.**

And then bring it all together!

- As you hear back answers to your questions, write them on the print survey.
- Be sure to set aside time to follow up if you need external help.
- **With your completed survey in hand, give yourself at least 30 minutes to enter the data in the survey, review at each step, and submit.**
- You can review your submitted survey and let us know if you see a mistake!



Questions?



Thank you!